



Project Management

Promised Product

On Time

&

In Budget

Project Management ... Getting Organised



- ◆ Organise a kick-off meeting with the stakeholders, sponsor and project team to develop the project charter
- ◆ Project teams need to thoroughly discuss and agree with the Project Charter – it forms the basis of the teams ‘contract’ with the sponsor and against which their progress and success will be measured
 - ❖ the project charter outlines what the team is being asked to do, by when, with which resources and the allowed budget
- ◆ Draw up a plan to complete the work and define milestones against which progress can be measured
- ◆ Agree with the sponsor how much involvement and control is required
 - ❖ frequent & tight or infrequent & loose
- ◆ Don’t forget to communicate progress and/or problems as the project moves ahead
 - ❖ manage the expectations - aim for zero surprises

Project Management ... Selecting the Project Team



Project Leader:

- ◆ The essential role of the PL is to lead the team so that they complete the project successfully
- ◆ PL is accountable for overall success
- ◆ Requirements for good project leadership include:
 - ❖ creating alignment
 - ❖ co-ordinating resources & managing decisions
 - ❖ facilitating group discussion
 - ❖ enhancing & maintaining trust
 - ❖ encouraging project ownership
- ◆ Very important is the ability to manage the expectations throughout the organisation

Project Team Members:

- ◆ The essential role of the PT member is to ensure their work contributes to the overall success of the project
- ◆ Team member's role is to:
 - ❖ provide technical expertise
 - ❖ ensure their tasks are completed on time
 - ❖ participate in project planning
 - ❖ keep the project on track
 - ❖ support the team with creative ideas
- ◆ Very important is a willingness to take ownership for the entire project and not to focus only on their individual contribution
- ◆ Project team members should act as ambassadors for the project and promote it enthusiastically

Project Management ... Making It Happen



- ◆ The best tool for tracking the project is the one that delivers more to the team than the team deliver to it. Possibilities include:
 - ❖ Things To Do List
 - ❖ Benefits: easy to use, no training, can be personalised, brings focus
 - ❖ Disadvantage: credibility – ‘are you serious?’

 - ❖ Spreadsheet
 - ❖ Benefits: easy to use, available, prior experience, time management, calculations, probably the obvious choice for most project teams
 - ❖ Disadvantage: some credibility, may not have sufficient scalability

 - ❖ Project Plan Software
 - ❖ Benefits: very comprehensive, excellent reporting, ‘can do everything’
 - ❖ Disadvantage: complicated, need for training to get the best results
- ◆ If at all possible – Keep it Simple - focus on the tasks and milestones and not the tool.



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and how these tools can help your business manage new ideas & product development more effectively

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